



## Office of Field Services

9/12/02

### Michigan Department of Education Office of Field Services

## *On Site Review Process Overview*

#### **District Selection**

- Volunteer
- Rotational cycle
- Need

#### **Initial Contact with District**

- Personal visit planned as needed to outline preparation at district and building level

#### **Preparation Phase**

##### **by District**

- Select team leader
- Conduct preparation meeting (suggested checklist provided)
- Conduct a building meeting to prepare, involve everyone

##### **by MDE**

- Work with district in preparation
- Provide technical assistance as required during preparation phase

#### **Agenda Established for On Site Visit**

- Beginning/ending time of review
- Participants to attend and length of required attendance
- Sites to be visited
- Exit meeting

#### **Local District Submits Materials to MDE**

- Copy of the school improvement plan
- Consensus school program study guide document
- A list of staff funded by each program, including name, position and FTE, organized by school

#### **On Site Review Day**

- Follow pre-arranged agenda
- Review materials
- Visit sites
- Discuss information as a team
- Conduct exit meeting

#### **District Receives Written Report**

- If change is required, the consultant meets with the district to assist with plan for change.